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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 25 November 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 48, Week of 19 - 21 November, 1957

25X1

25X1

1. Numbers in Clerical Induction Training. During the week of 19 November there were  people in Clerical Induction Training. Of these  were entering for the first time. 25X1

2. Numbers in Clerical Orientation Training. There were  people in Clerical Orientation for the week of 19 November. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 19 November were as follows:

	<u>Tested</u>	<u>Qualified</u>	
Shorthand	<input type="text"/>	<input type="text"/>	25X1
Typewriting			

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 25 November were as follows:

	<u>Tested</u>	<u>Qualified</u>	
Shorthand	<input type="text"/>	<input type="text"/>	25X1
Typewriting			

## 5. CIT TRANSCRIPTION HOWLERS:

Dictated: I wish we were endowed with sufficient money to enable us to give free scholarships to those who are worthy.

Transcribed: I wish we were doude with sufficient money to enable us to give free scratch to those who are insulted.

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